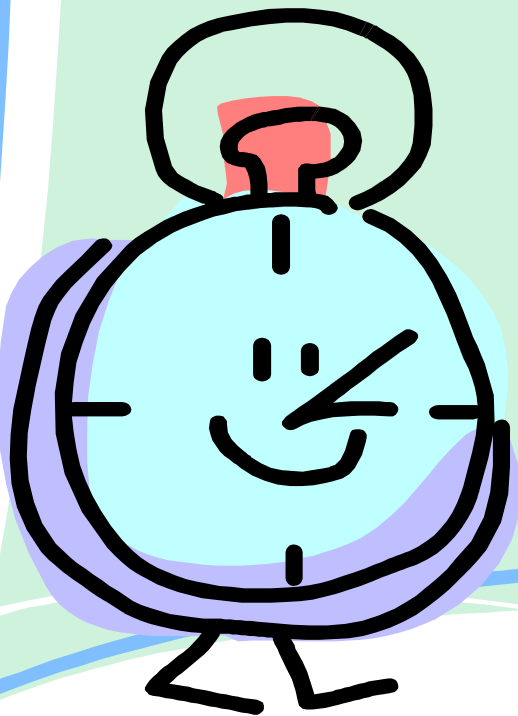


# Getting Started with Kronos

A Guide for Non-Facility  
MANAGERS



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## **Overview of Kronos iSeries Manager**

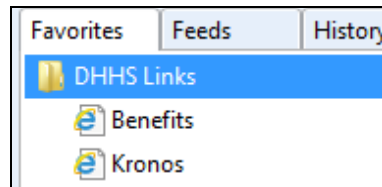
Kronos iSeries Manager is a web-based application that allows you to effectively and easily manage your employee's time records in a "one-click" environment. You will be able to review, edit, approve and reject employee time records as well as create, view and print reports. Additionally, you will be able to easily see current accrual information on your employees. Your payroll contact will also be able to review, edit, reject and approve the records.

This document provides you with features and most common tasks you will use with the Manager Module.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to DHHS business needs, attendance policies and your access profiles.

## Logging Into Kronos

1. Starting Kronos is as simple opening a browser window, and locating Kronos under your Favorites > DHHS Links.



If you are not in your office, you can access Kronos from any computer with internet access by typing the following web address: [www.dhhs.ne.gov/kronos](http://www.dhhs.ne.gov/kronos).

**Result:** The DHHS Kronos home page will display. The main body of the Kronos home page will give you important messages and tips and tricks. There are also links under the Useful Documents section to the training manual and other reference materials.

2. Select Service Area **Manager Login**.
3. Enter your User ID (this will be your employee ID number – please contact HR if you do not know this number).

- If this is your first time logging on, leave the password field blank. You will be prompted to choose a password the first time you login.
  - If this is not your first time logging on, enter your previously selected password.
4. Click the **Blue Sign In Icon** (or press Enter on your keyboard).

**Result:** The *Hours Summary Genie View* is displayed.

## Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation. You will lose any unsaved data.

## Changing Your Password

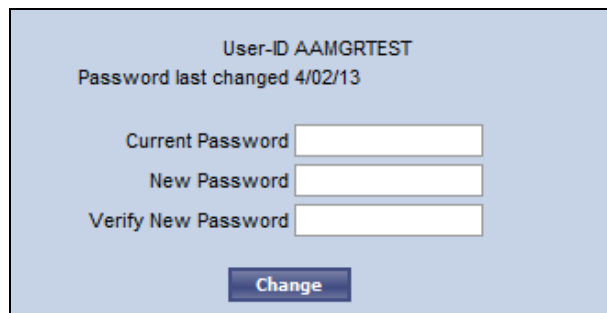
You can change your password at any time by clicking the My Profile link in the top right-hand corner of your Kronos screen, then select Change Password.

When the Change Password dialog box opens, your user ID appears automatically.

### *To change your password:*

1. Enter your current password.
2. Enter your new password in the New Password field. The new password must meet the following requirements:
  - Must be between eight (8) and ten (10) characters
  - Must not repeat any character sequentially more than two (2) times
  - Must contain at least three (3) of the following four:
    - At least one (1) uppercase character
    - At least one (1) lowercase character
    - At least one (1) numeric character
    - At least one (1) symbol. Acceptable symbols are #, \$, underscore (\_), @
  - Must change at least every 90 days
  - Cannot repeat any of the passwords used during the previous 365 days
3. Confirm your new password in the Verify New Password field.
4. Click **Change**.

**Result:** Your New Password has been set.



User-ID AAMGRTEST  
Password last changed 4/02/13

Current Password

New Password

Verify New Password

**Change**

## Understanding the Display

The Kronos window consists of three sections.

- Kronos system options – in the upper right-hand of the page
- Navigation bar - across the top of the page
- Workspace - main area in which all tasks are performed

The Kronos system options contain:

- a **LOG OFF** option
- **Home** to return to the main menu from any screen
- **My Profile** to change password and other defaults
- system **Help** menu

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
BUNNY, BUGS	100423	50.00	24.00	.00	.00	.00	74.00	0
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	.00	32.00	2
DUCK, DAFFY	123	32.00	8.00	.00	.00	.00	40.00	2

Workspace

Navigation Bar

Within the workspace is information that contains:

- Name of the Genie (customized view) you are viewing
- List of your staff and the break down of their hours (base vs. leave)
- Action items available on your current page
- System messages, such as error messages or approval notices

The workspace also includes such controls as drop-down lists, buttons, and cells for entering information.

## Genie Views

Genies are customized views that have been created for the most common views you would use in Kronos.

All these views are sorted alphabetically by default. However, these sort options can be changed on each of the genie views by simply clicking on a column heading. The view will change based on the heading you selected.

### Hours Summary View

The Hours Summary View displays by default for managers. This view displays a list of all staff you have access to based on your Security Profile. This list is alphabetical.

If a supervisor/manager is going to be assigned to temporarily supervise a group of staff (example: position vacancy, extended medical leave, etc.), HR will give the manager access to the employees they need to temporarily approve time for. The assignment will need to be a lateral position or higher.

The approval process for staff time records will typically be done from this view.

Genies		Genie	HOURS SUMMARY	Show	TEST					
Position to		Go	Time Period	Current Pay Period						
Name	Employee #	BASE HOURS WORKER	PAID LEAVE HOURS	UNPAID HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON CALL	TOTAL REGU LAR HOURS	MISSING PUNCH	AUTOMATIC CLOCK OUT	APPROVAL LEVEL
BUNNY, BUGS	11111	64.00	16.00	.00	3.00	.00	80.00			0
DEVIL, TASMANIAN	13	80.00	16.00	.00	.00	46.00	88.00			2
DUCK, DAFFY	14	.00	.00	.00	.00	.00	.00			0

**Name:** Shows the name of the employee the detail on the line applies to.

**Employee Number:** Shows the employee ID number.

**Base Hours Worked:** Shows the number of base hours worked by the employee in this pay period.

**Paid Leave Hours:** Shows the number of paid leave hours taken by the employee in this pay period such as VAC, SICK, BLE, etc.

**Unpaid Leave Hours:** Shows the number of unpaid leave hours the employee is taking in this pay period such as LWOP or FMLA.

**Overtime/Holiday Worked:** Shows the total number of overtime/holiday hours worked by the employee in this pay period that are being paid at time and one-half.

**Shift Diff/On Call:** Shows the number of shift differential/on call hours worked by the employee in this pay period.



**Total Regular Hours:** Shows the total number of base hours worked, paid leave hours and unpaid leave hours. **THIS TOTAL SHOULD EQUAL 80 HOURS for full-time employees.**

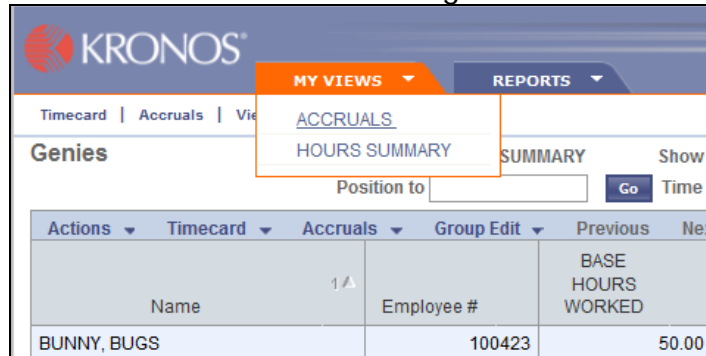
**Approval Level:** Shows the level of approval for the time record(s) - (0=unapproved; 1=Employee approved; 2=Supervisor/Manager approved; 3=HR approved).

**Accruals View List (all staff)**

This view displays a list of staff and their available accrual balances for sick leave, vacation leave and comp time. These are available balances and do not include time earned during the current pay period - (Carried Forward + Hours Eligible - Hours Taken = Available Balance).

Supervisors/managers should be checking accruals to make sure staff has an adequate balance before approving leave requests.

1. Select My Views > **Accruals** from the Navigation bar.



**Result:** A list of staff and their available balances will display

Genies		Genie	ACCRUALS	Show	TEST
		Position to	<input type="text"/>	Go	Time Period Current Pay Period
Name	EMPLOYEE NUMBER	VACATION	SICK LEAVE	COMP TIME	
BUNNY, BUGS	11111	25.00	1.85	.00	
DEVIL, TASMANIAN	13	34.46	34.15	.00	
DUCK, DAFFY	14	2.96	2.96	.00	

## Accruals View Detail (by employee)

The details of each employee's accrued leave such as the amount carried forward, eligible amount accrued and the hours taken for each pay period can also be viewed using the following instruction.

1. From the Accruals or Hours Summary View, select the employee you want to view details for. (This example is from the Accruals View).
2. Click on the employee's name to highlight their row, then click **Accruals**, or go to **Accruals > Employee Accruals**.

Actions		Timecard	Accruals	Previous	Next
Name					
BUNNY, BUGS	100-23		1,651.17	293.27	.00
DEVIL, TASMANIAN	321		50.00	50.00	6.00
DUCK, DAFFY	123		53.70	53.70	3.00

**Result:** Details of accruals earned and taken will appear. Each type of leave (SICK, VAC & COMP) will appear on a separate line. This is the same information that the employees see in their Accruals View.

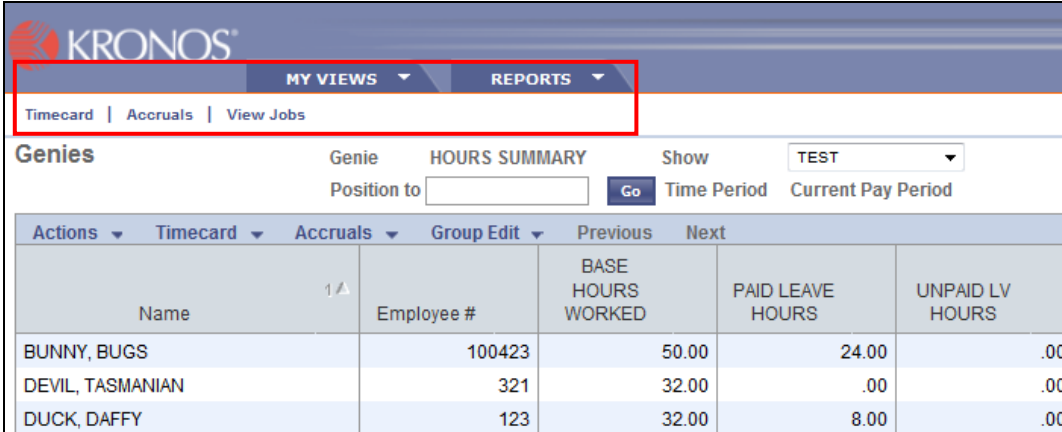
**Note:** The header will include such information as Hire Date, Supervisor, Job Code, etc.

Pay Code		Accrual Code	Accrued Ineligible	Carried Forward	Accrued Eligible	Hours Taken	Remaining Balance	Balance As Of	Tier
COMP	COMP		.00	.00	3.00	.00	3.00	8/16/13	1
SICK	SICK		.00	.00	53.70	.00	53.70	8/16/13	1
VAC	VAC1		.00	.00	53.70	.00	53.70	8/16/13	1

3. Selecting **Return** will return you to the *All Staff Accruals* view (or) the *Hours Summary* view depending on where you started from. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Return** button to navigate.

## Genie View Functions

These functions will display on each of the three genie views – Hours Summary View, Accruals View List and Accruals View Detail.



The screenshot shows the Kronos Genie interface. At the top, there is a navigation bar with 'MY VIEWS' and 'REPORTS' dropdown menus. Below this, there are links for 'Timecard', 'Accruals', and 'View Jobs'. The main content area is titled 'Genies' and shows a table of employee data. The table has columns for Name, Employee #, BASE HOURS WORKED, PAID LEAVE HOURS, and UNPAID LV HOURS. The data rows are:

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS
BUNNY, BUGS	100423	50.00	24.00	.00
DEVIL, TASMANIAN	321	32.00	.00	.00
DUCK, DAFFY	123	32.00	8.00	.00

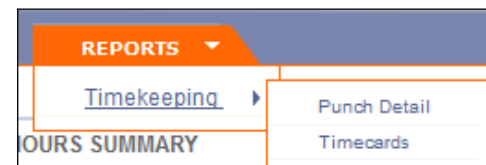
### My Views

Provides option to alternate between the [Accruals](#) or [Hours Summary](#) Genie view.



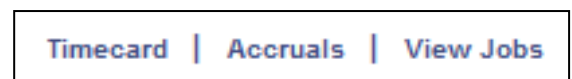
### Reports

Allows you to run a [Punch Detail](#) or [Timecard](#) report on an employee or a group of employees.



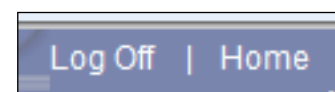
### Timecard – Accruals – View Jobs

Once an employee is highlighted on a genie, the [Timecard](#) and [Accruals](#) options will take you directly to that employee's timecard or accruals. Click on [View Jobs](#) to be taken to the queue to view any reports you've run.



### Home

By clicking [Home](#) from any screen you will return to your main Genie view. This is a helpful navigational tool that can be used in place of the back button.



## Time Editor Function Entries

These functions allow you to perform necessary tasks related to reviewing and approving your employee(s) time card(s).

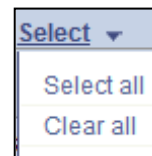
Timecard												
Position to date		Name & ID/Badge BUNNY, BUGS 100423 / 100423										
Go		Time Period 3/10/12 0:00 - 3/23/12 23:59										
Return	Select	Actions	New	View	Punch	Options						
Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	Notes	Labor Levels	
x Monday	3/12/12	0:00	8:00	8.00		1	8.00		0		Y / S123456789	
x Tuesday	3/13/12	0:00	8:00	8.00		1	8.00		0		Y / S123456789	
x Wednesday	3/14/12	0:00	8:00	8.00		1	8.00		0		Y / S123456789	
x Thursday	3/15/12	0:00	8:00	8.00		1	8.00		0		Y / S123456789	
x Friday	3/16/12	0:00	10:00	10.00		1	10.00		0		Y / S123456789	

### Return

Returns you to the previous screen.

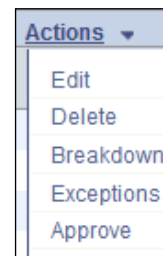
### Select

Provides options to [Select All](#) (highlight) records for bulk operations such as approving or deleting or [Clear All](#) records.



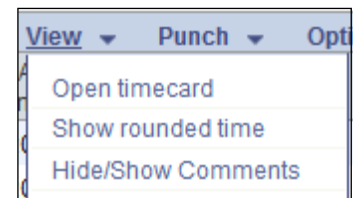
### Actions

Provides options to [Edit](#) time records, [Delete](#) an entire time record, [Breakdown](#) is used to see behind the scenes pay codes such as overtime or shift differential on an individual time record, [Exceptions](#) allows you to see any timecard errors to correct, and [Approve](#) time records once you have verified the accuracy of the record.



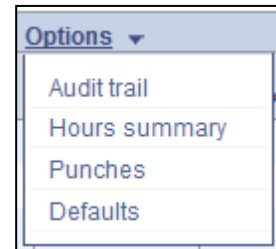
### View

[Close Timecard/Open Timecard](#) toggles the display. Close Timecard disables the timecard for making changes. Open Timecard enables the timecard for editing. [Show Rounded Time/Actual Time](#) (only for employees who clock in/out) toggles the display between the rounded punch times and the actual punch times. If an employee clocks in at 8:07 and out at 11:53 the Actual Time view shows these exact times. The show rounded time will change the clock time to 8:00 and 12:00 However, managers will still be able to see the employee clocked in 7 minutes late and left 7 minutes early. [Hide/Show Comments](#) toggles the display between showing comments directly on the timecard and hiding them.



## Options

**Audit Trail** tracks every change made on the employee's time card. It will display who made the change, what the change was and when it was made (date/time). **Hours Summary** displays a report based on labor levels/pay codes/hours. **Punches** displays all punches received from the time clocks or iSeries terminals (only for employees clocking in & out). **Employee Defaults** displays a window showing the default code assignments from the *Employee Master File*.



## Time Records

### Viewing & Verifying an Employee's Time Records

Before approving a staff's time records, it will be necessary to first view and verify the records. Supervisors are responsible for viewing each employee's timecard every pay period and verifying that it is correct. Overtime should be reviewed and leave usage should be compared to the approved leave requests to ensure accuracy. Please see Appendix B for additional responsibilities.

1. From the *Genie* View double click on the employee whose timecard you wish to view, or click on their name to highlight the row then click on **Timecard**.

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
BUNNY, BUGS	100423	50.00	24.00	.00	.00	.00	74.00	0
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	.00	32.00	2
DUCK, DAFFY	123	32.00	8.00	.00	.00	.00	40.00	2

**Result:** The *Employee Time Card* screen will display.

**Note:** To view and verify records for all employees, click on **Action**, **Select all employees on page** and then **Timecard**. This will allow you to navigate through all your employee time cards.

**Note:** If an employee has OT, the Punch Hours will appear in **red** at the point the OT is being calculated. This could typically be on Friday.

2. If any changes were made, select **Save** to save the changes. Then select **Return** to return to the previous window. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Return** button to navigate.

## Viewing Time Record Comments

Functionality is available for employees to add comments to their time records. Example: documenting why overtime was worked, if they are requesting COMP TIME OR PAID TIME for OT, reason for sick leave etc.

1. From the *Genie View*, double-click on the employee's name.

The screenshot shows the Kronos Genie interface. At the top, there are navigation links: Log Off, Home, DHHS Services Areas, My F, and a note: Your Demo expires in 23 days. Below the navigation, there are tabs for MY VIEWS and REPORTS. The main content area is titled 'Genies' and shows a summary for 'Genie' with 'HOURS SUMMARY' and a 'Show' dropdown set to 'TEST'. There are input fields for 'Position to' and 'Go', and labels for 'Time Period' and 'Current Pay Period'. Below this is a table with columns: Name, Employee #, BASE HOURS WORKED, PAID LEAVE HOURS, UNPAID LV HOURS, OVERTIME/HOL WORKED, SHIFT DIFF /ON-CALL, TOTAL REG HOURS, and APPROVAL. The table contains three rows of data:

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
BUNNY, BUGS	100423	50.00	24.00	.00	.00	.00	74.00	0
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	.00	32.00	2
DUCK, DAFFY	123	32.00	8.00	.00	.00	.00	40.00	2

**Result:** The *Employee Time Card* screen will display. A letter **C** in the Notes column indicates the employee has added comments to their time record.

2. If there are any comments on the employee's timecard, they will appear below the day they apply to.

X	Wednesday	3/21/12	0:00	8:00	SICK	1	8:00	2	C
Comments-Timecard Sick child									
X	Thursday	3/22/12	0:00	8:00	SICK	1	8:00	2	C
Comments-Timecard Sick child									

3. To add a comment, select the **View** Menu, **Open Timecard** option. You can now type a new comment into the box directly below the applicable date. You may also select between standard comments by clicking on the magnifying glass.

Comments-Employee		Testing							
Wednesday	3/14/12	0:00	8:00	8:00	1	8:00			1
Comments-Timecard									
Thursday	3/15/12	0:00	8:00	8:00	1	8:00			1
Comments-Timecard		Working off-site							

4. Click **Save** to save any changes you made.
5. If you wish to hide the comments, select the **View** Menu, **Hide/Show Comments** option.

**Result:** All comments will now be hidden so you only see the days and hours.

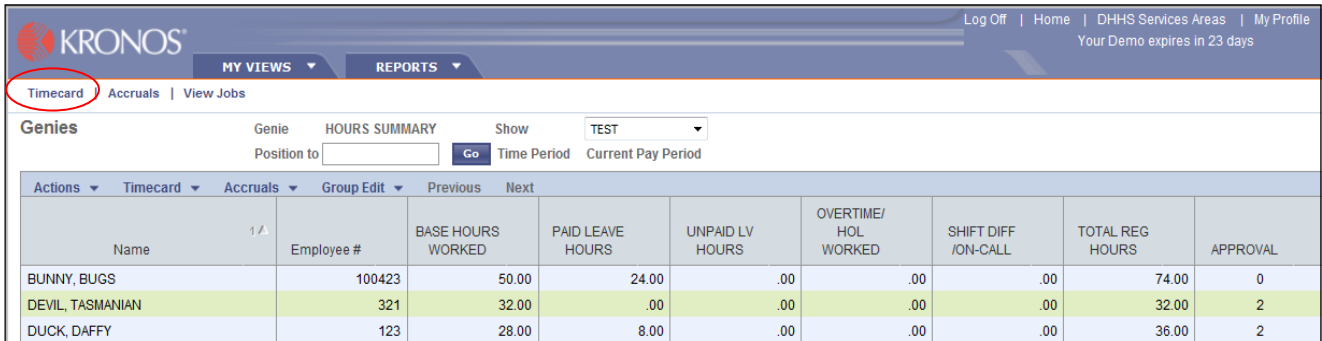
6. Click **Return** to exit the screen.

## Adding an Employee Time Record

Occasionally it may become necessary to add a time record to an employee's time card. (Example: If an employee is on extended leave due to surgery, the supervisor can add the employee's sick leave since the employee is unavailable to enter their leave.) Supervisors should only add time records for an employee if they are unable to do it. Otherwise, it is the employee's responsibility to enter and approve their time.

### Adding Leave Time

1. From the *Genie View* highlight the employee whose timecard you want to view.
2. Select **Timecard** in the menu bar (or) double-click on the employee.

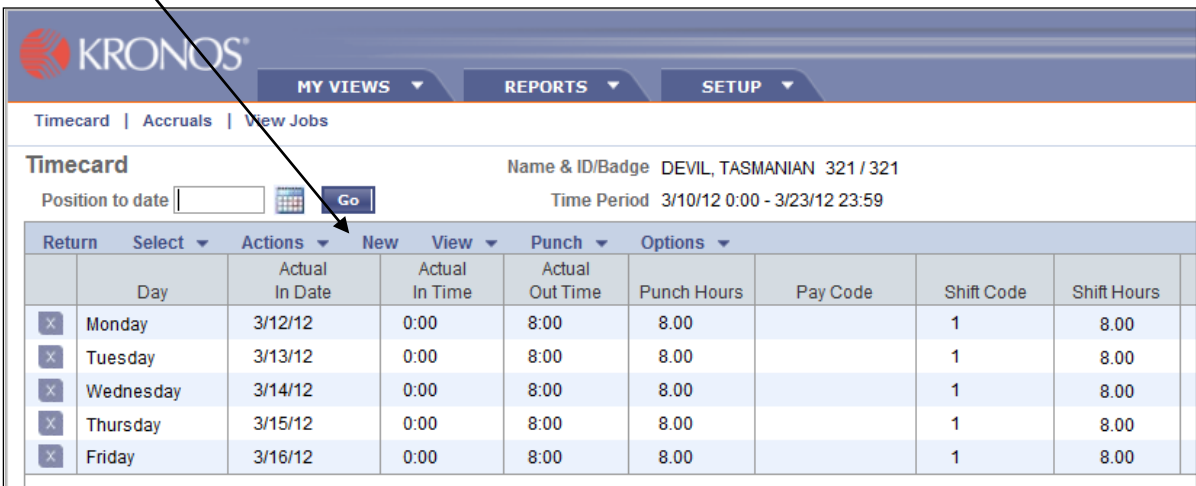


The screenshot shows the Kronos Genie interface. The 'Timecard' menu item is circled in red. Below the menu bar, there are options for 'Genies', 'Genie', 'HOURS SUMMARY', 'Show', and 'TEST'. There is also a 'Position to' field and a 'Go' button. The main table displays employee timecard data for three employees: BUNNY, BUGS; DEVIL, TASMANIAN; and DUCK, DAFFY. The table columns include Name, Employee #, BASE HOURS WORKED, PAID LEAVE HOURS, UNPAID LV HOURS, OVERTIME/HOL WORKED, SHIFT DIFF /ON-CALL, TOTAL REG HOURS, and APPROVAL.

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
BUNNY, BUGS	100423	50.00	24.00	.00	.00	.00	74.00	0
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	.00	32.00	2
DUCK, DAFFY	123	28.00	8.00	.00	.00	.00	36.00	2

**Result:** The *Employee Time Card* screen will display.

3. Click **New**



The screenshot shows the Kronos Timecard screen for employee DEVIL, TASMANIAN. The 'New' button in the 'Actions' menu is highlighted with a red arrow. The screen displays the employee's name and ID/Badge (DEVIL, TASMANIAN 321 / 321) and the time period (3/10/12 0:00 - 3/23/12 23:59). The main table shows the employee's timecard data for the days Monday through Friday, including Actual In Date, Actual In Time, Actual Out Time, Punch Hours, Pay Code, Shift Code, and Shift Hours.

Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours
Monday	3/12/12	0:00	8:00	8.00		1	8.00
Tuesday	3/13/12	0:00	8:00	8.00		1	8.00
Wednesday	3/14/12	0:00	8:00	8.00		1	8.00
Thursday	3/15/12	0:00	8:00	8.00		1	8.00
Friday	3/16/12	0:00	8:00	8.00		1	8.00



**Result:** The *Timecard Entry* screen displays.

**Timecard** Name & ID/Badge DEVIL, TASMANIAN 321 / 321  
Time Period 3/10/12 0:00 - 3/23/12 23:59

Save Return

Hours type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Comments
Actual	3/19/12				8	SICK	EE in hospital - unable to enter hours
Rounded							
Scheduled							

Days to Add 5 Skip Days

Bus Unit	34002	Daily Rule	401	Apply Meal / Break Rules	<input checked="" type="radio"/> None <input type="radio"/> Meal <input type="radio"/> Break
FTE	1.00	Shift	1	Automatic Deduction	.00
Exempt	N	<input type="checkbox"/> Force New Shift		Cancel Meal	None
Sec Bus Un	S123456789	Override Status	None		
Supervisor	25301				
Job Code	S19111				
Subsidary					

- Enter the **Clock In Date** (date leave was used), **Total Hours**, **Pay Code** (VAC, SICK, etc), and **Comment** (reason for absence and why you're entering time on the employee's behalf). Leave the Clock In Time, Clock Out Date and Clock Out Time fields blank. A complete listing of Pay Codes can be found in Appendix A.

**Note:** To create multiple time records, go to the **Days to Add** field in the middle of the menu and enter the number of days you wish to add. A 2-week pay period would be 14 days.

**Note:** To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.

Days to Add 14 Skip Days 1 7

- Select **Save**

**Result:** The *Employee Time Card* screen displays with the added time record.

- Select **Return** to return to the *Genie View*.

## Adding Work Time

1. From the *Genie View* highlight the employee whose timecard you want to view.
2. Select **Timecard** in the menu bar (or) double-click on the employee.

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
BUNNY, BUGS	100423	50.00	24.00	.00	.00	.00	74.00	0
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	.00	32.00	2
DUCK, DAFFY	123	28.00	8.00	.00	.00	.00	36.00	2

**Result:** The *Employee Time Card* screen will display.

3. Click **New**

Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours
Monday	3/12/12	0:00	8:00	8.00		1	8.00
Tuesday	3/13/12	0:00	8:00	8.00		1	8.00
Wednesday	3/14/12	0:00	8:00	8.00		1	8.00
Thursday	3/15/12	0:00	8:00	8.00		1	8.00
Friday	3/16/12	0:00	8:00	8.00		1	8.00

5. Enter the **Clock In Date** (work date), **Clock In Time**, **Clock Out Date** (must be the same as Clock In Date), **Clock Out Time**, and **Comments**. **Leave the total hours and pay code boxes BLANK.**

**Note:** Times must be in military time and can correspond to actual work time or you can simply start with a time of 0 and enter an end time to give you the necessary number of hours. For example, an employee who worked 8 hours could be recorded with a start time of 0 and an end time of 8 to calculate 8 total hours of work. An employee who worked 2 ½ hours would need a start time of 0 and an end time of 2:30 to calculate 2 ½ hours of work.

---

**Note:** If the employee worked on multiple grants/projects, you will need to use the bus unit field to record the 5-digit time code corresponding to the grant/project they worked on.

**Note:** To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

**Note:** To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.

Days to Add: <input type="text" value="14"/>	Skip Days: <input type="text" value="1"/>	<input type="text" value="7"/>
--	---	--------------------------------

6. Select **Save**.

**Result:** The *Employee Time Card* screen displays with the added time record(s).

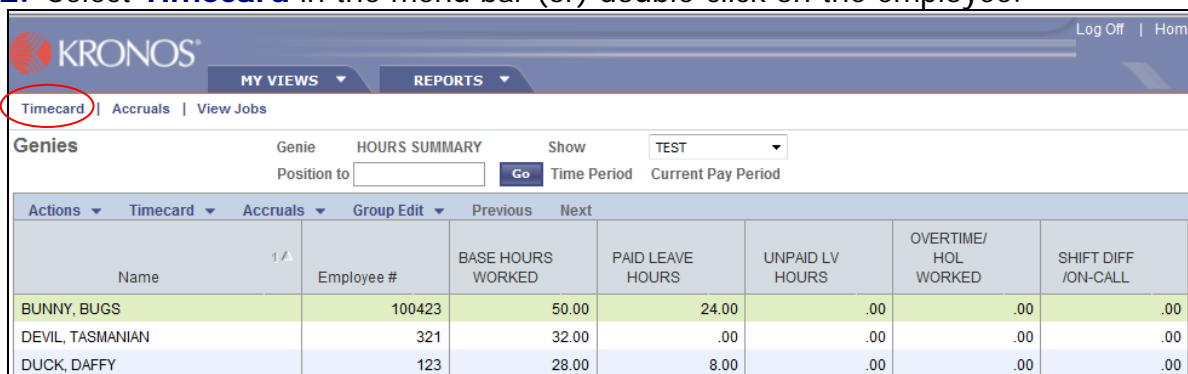
7. Select **Return** to return to the *Genie View*.

## Editing an Employee's Pay Code(s) and/or Hours

Before approving an employee's time records, it might be necessary to edit a time record. Examples, employee selected VAC for time off and it should have been SICK (or) employee entered 8 hours of work time and it should have been 7 hours of work and 1 hour of VAC.

A manager can make any changes needed until HR approved the time records. Once HR approves it, the manager will no longer be able to make edits to those records. HR will need to be contacted for corrections.

1. From the *Genie View* highlight the employee whose timecard you want to view.
2. Select **Timecard** in the menu bar (or) double-click on the employee.



**Result:** The *Employee Time Card* screen will display.

3. Select **View, Open Timecard**. This will open the timecard so you can now edit hours directly on the timecard view.
4. Locate the date and field you wish to edit. When you click in the box you want to edit it will be highlighted in blue (Pay Code in this example).

**Note:** Pay code and hour edits are the only ones that can be made right on this screen.

Timecard		Name & ID/Badge BUNNY, BUGS 100423 / 100423								
Position to date	<input type="text"/>	Go	Time Period 3/10/12 0:00 - 3/23/12 23:59							
Save	Return	Select	Actions	New	View	Punch	Options			
Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level	
Monday	3/12/12	0:00		8.00	VAC	1	8.00		0	
Tuesday	3/13/12	0:00	8:00	8.00		1	8.00		1	
Wednesday	3/14/12	0:00	6:00	6.00		1	6.00		0	
Thursday	3/15/12	0:00	8:00	8.00		1	8.00		1	
Friday	3/16/12	0:00	10:00	10.00		1	10.00		1	

5. Select **Save** to save the changes.
6. Select **Return** to return to the previous window.

---

**Note** Selecting **Return** before saving will return you to the *Genie View* without saving your changes.

---

## Deleting a Time Record

The majority of time records will be corrected through the edit process. However, some records may require deleting. Example: employee is off due to surgery so the supervisor is entering the employee's sick leave. The supervisor mistakenly enters sick leave Monday thru Saturday instead of Monday thru Friday. The Saturday time record would need to be deleted.

1. From the *Genie View* highlight the employee whose timecard you want to view.
2. Select **Timecard** in the menu bar (or) double-click on the employee.

KRONOS						
MY VIEWS		REPORTS				
Timecard	Accruals	View Jobs				
Genies		Genie	HOURS SUMMARY		Show	TEST
Position to		Go	Time Period	Current Pay Period		
Actions	Timecard	Accruals	Group Edit	Previous	Next	
Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	
BUNNY, BUGS	100423	50.00	24.00	.00	.00	
DEVIL, TASMANIAN	321	32.00	.00	.00	.00	
DUCK, DAFFY	123	28.00	8.00	.00	.00	

**Result:** The *Employee Time Card* screen will display.

3. Click on the row you wish to delete so it is highlighted. Select **Actions, Delete**.

Timecard			Name & ID/Badge DEVIL, TASMANIAN 321 / 321						
Position to date			Time Period 3/19/12 0:00 - 3/23/12 23:59						
Save	Return	Select	Actions	New	View	Punch	Options		
Day	Act In D	Actual Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours		
Monday	3/12/12		8:00	8:00		1	8.00		
Tuesday	3/13/12		8:00	8:00		1	8.00		
Wednesday	3/14/12		8:00	8:00		1	8.00		
Thursday	3/15/12		8:00	8:00		1	8.00		
Friday	3/16/12	0:00	8:00	8:00		1	8.00		

**Result:** The *Delete Selected Row(s)* confirmation screen will display.

4. Select **Yes**.

**Result:** The *Employee Time Card* screen will display with the selected time record deleted. (3/12 date from above is deleted in example below).

Timecard		Name & ID/Badge DEVIL, TASMANIAN 321 / 321								
Position to date		Time Period								
[Input]		3/10/12 0:00 - 3/23/12 23:59								
[Go]										
Save	Return	Select	Actions	New	View	Punch	Options			
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours		
X	Tuesday	3/13/12	0:00	8:00	8.00		1	8.00		
X	Wednesday	3/14/12	0:00	8:00	8.00		1	8.00		
X	Thursday	3/15/12	0:00	8:00	8.00		1	8.00		
X	Friday	3/16/12	0:00	8:00	8.00		1	8.00		

**Note** You may also delete the record by clicking on the X to the left of the Day.

	Day
X	Tuesday

This step will also require you to confirm the deletion of that row.

## Approving Time Records

After you have viewed and verified your employee's time records, supervisory approval of the records will be necessary. Once this approval process is complete, HR will also go through an approval process with these time records. From this point, employees will not be able to make changes to their time records.

Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

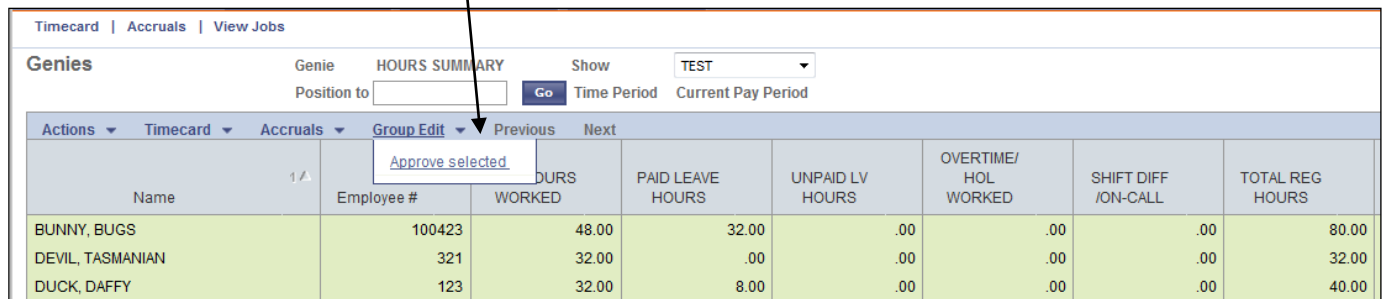
1. From the *Genie View*, single-click each employee listed to highlight their row, (or) click on the **Actions** Menu, **Select all employees on page** option to select all the records.

---

**Note:** The selected records will turn yellow in color. This will be a helpful tool to verify you are approving the record(s) you intend to approve. If you select an incorrect record, single-click again to deselect the record.

---

2. Select **Group Edit, Approve Selected**



Name		1/A	Employee #	DURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS
BUNNY, BUGS			100423	48.00	32.00	.00	.00	.00	80.00
DEVIL, TASMANIAN			321	32.00	.00	.00	.00	.00	32.00
DUCK, DAFFY			123	32.00	8.00	.00	.00	.00	40.00

**Result:** The code in the **APPROVAL** column will change from 1 to 2. You must make sure all employees have a level 2 in the Approval column at the end of the pay period.

---

**Note:** The **Approve All** function can be selected to approve all records without selecting individual records.

---

**Note:** Time records can also be approved from the *Employee Time Card* screen by selecting the appropriate time records, then selecting **Actions, Approve**.



## Changing Approved Time Records

If you have approved a time record by mistake or need to make a change to an approved time record, you can edit it as long as it has not been approved at a level higher than your own. Supervisors/managers cannot correct records that have already approved by HR (level 3). Corrections needing to be made after cut-off will need to be coordinated with HR.

1. From the employee's time record, select the record to change.
2. Select the **Actions** Menu, **Edit** option (or) double-click on the time record.

Return	Select	Actions	New	View	Punch	Options					
	Day	Edit		Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level
X	Tuesday	Delete		0:00	8:00	8.00		1	8.00		2
X	Wednesday	Breakdown		0:00	6:00	6.00		1	6.00		2
X	Thursday	Exceptions		0:00	8:00	8.00		1	8.00		2
X	Friday	Approve		0:00	10:00	10.00		1	10.00		2

3. Make any necessary changes to the time record. Select **Save** on the *Detail Time Editor* screen.

Hours type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code
Actual	3/13/12	0:00	3/13/12	8:00	8.00	
Rounded	3/13/12	0:00	3/13/12	8:00	8.00	
Scheduled						

**Result:** The employee's time record will be updated and display with the **AP** code set back to 0. You will need to re-approve the time record to finalize the change.

Return	Select	Actions	New	View	Punch	Options						
	Day			Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Code	Shift Hours	Scheduled Hours	Approval Level
X	Tuesday			3/13/12	0:00	8:00	8.00		1	8.00		0
X	Wednesday			3/14/12	0:00	6:00	6.00		1	6.00		2
X	Thursday			3/15/12	0:00	8:00	8.00		1	8.00		2
X	Friday			3/16/12	0:00	10:00	10.00		1	10.00		2

4. Selecting **Return** will exit the screen.

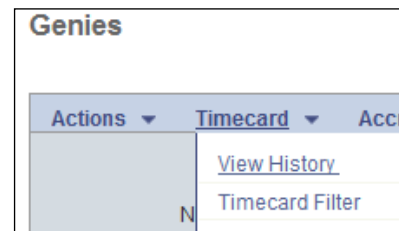
## History & Reports

### Creating & Printing Reports

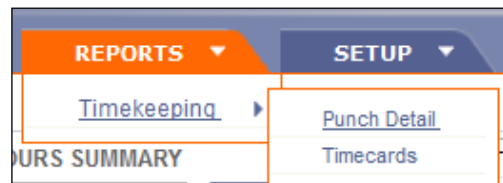
Managers will be able to produce two different types of reports for their employees. Reports are generated as PDF documents and are available on a Report List to view, save and/or print at any time. When you no longer need the report, you can delete it from your queue.

### Inquiries & Reports:

**View History** – Allow you to view the employee's timecard history. Click to highlight the row of the employee you wish to view, then go to Timecard, View History. This provides a full listing of all historic timecards. To jump to a specific date, type the date into the Position to date box.

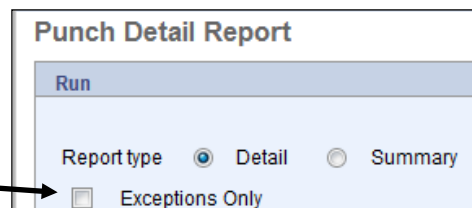


**Punch Detail Report** – Creates a list of an employee's daily time records showing hours, pay codes and labor information for each record. You can run this report by going to Reports, Timekeeping, then Punch Detail.

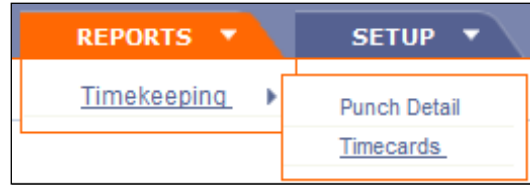


This report may be run on a single employee or on a group of employees. It can also be run on all time records or just certain time records. For example, you could run this report on just sick leave used records for an employee. The report would then provide you a listing of the dates the employee used sick leave. This report can be run with a variety of different data selections to provide important information to Managers.

Upon entering this report, Kronos provides an option for **Exceptions Only**. You will not be setting exceptions so this box should be left unchecked.



**Time Card Report** – Creates a complete time card for an employee showing the hours, pay codes and labor information for each time record. You can run this report by going to Reports, Timekeeping, then Timecards. This report may be run on a single employee or on a group of employees. This report cannot be run on specific types of records like the punch detail report. This report will simply provide you with a time card for the employee(s) and date range(s) you choose.



### Printing a Punch Detail Report

1. Go to Reports, Timekeeping, and click on **Punch Detail**.

**Result:** The applicable *Report Name* screen will display. (This example is the *Punch Detail* screen.)

#### Punch Detail Report

Run

Report type  Detail  Summary

Exceptions Only

Show Pay Code Totals for Labor Level  

Include time  Approved  Un-Approved  Both

Attestation  Approved  Rejected  Un-Attested  All

Manually Posted Records  Include  Exclude  Only

---

Sort by Home or Worked field  Home  Worked

Show Employees with no hours

Include Monetary Adjustments

---

Sort option Numeric by Employee Number  Page break by sort option

Include Deleted Employees

Special Event  

Include Select, Pullback, and Edit adjustment entries

- On the top half of the page, leave all fields as is with the defaults that appear below. You may elect to change the **Sort option** or **Page break by sort option** if desired.

### Punch Detail Report

**Run**

Report type  Detail  Summary

Exceptions Only

Show Pay Code Totals for Labor Level ▼

Include time  Approved  Un-Approved  Both

Attestation  Approved  Rejected  Un-Attested  All

Manually Posted Records  Include  Exclude  Only

---

Sort by Home or Worked field  Home  Worked

Show Employees with no hours

Include Monetary Adjustments

---

Sort option Numeric by Employee Number ▼  Page break by sort option

Include Deleted Employees

Special Event  

Include Select, Pullback, and Edit adjustment entries

- Scroll down to the **Select Ranges** section. Enter the date/time range you want to run the report on. For example, if the employee's annual performance review is due on December 1<sup>st</sup>, you will need to run leave usage from December 1<sup>st</sup> of last year to December 1<sup>st</sup> of the current year.
  - Dates:** Dates must be entered in the MMDDYR formula without slashes. For example, December 1<sup>st</sup>, 2009 would be 120109. You may also use the magnifying glass to select a date from the calendar.
  - Times:** The 'From' time will always be 00:00 and the 'To' time will always be 23:59.
- Enter the ID number of the employee you want to run the report on or use the magnifying glass to select the employee from the list.

SELECT RANGES	FROM	TO
Date/Time	010113 0:00	123113 23:59
Employee number	8456789	
Badge		
Time clocks		
Sec Bus Un		
Supervisor		
Bus Unit		
Subsidiary		
Job Code		
IVRProfile		
Bargaining		

5. Scroll down to the bottom of the screen to view the **Select Options**.

- a. In the select pay codes boxes, enter the pay codes you wish to review. See the example below for reference.

---

**Note:** You should always include the pay codes of SICK and VAC but may include other pay codes if applicable. Other codes may include FML for family medical leave, LWOP for unpaid time, CTU for comp time used, etc.

---

SELECT OPTIONS	FIRST	SECOND	THIRD	FOURTH
Pay period rules				
Schedule codes				
Shift codes				
Group codes				
Status codes				
Pay Frequency				
Pay types				
Restriction codes				
Pay Codes	SICK	VAC	FML	LWOP
Pay Codes	CTU			

LEAVE SELECTION FIELD BLANK TO INCLUDE ALL.

**Punch Detail Report**

**Run**

Report type  Detail  Summary

Exceptions Only

6. Select **Run** at the top of the page to submit the report.

**Result:** The *View Jobs* screen will display. Your report should be at the top of the list with a status of submitted.

- Refresh the screen with the **Refresh** button on the *View Jobs* screen until the status reads Complete.

**View Jobs** Position to date

i Your report has been submitted for processing.

Description	Type	Status	Date/Time Submitted	Date/Time Started	Date/Time Completed
Punch Detail Report	JOB	Submitted	4/18/13 - 15:39		
Punch Detail Report	PDF	Completed	4/18/13 - 15:39	4/18/13 - 15:39	4/18/13 - 15:39
Genie Group Edit	PDF	Completed	4/02/13 - 14:45	4/02/13 - 14:45	4/02/13 - 14:45
Punch Detail Report	SAV	Completed	4/02/13 - 14:39	4/02/13 - 14:39	4/02/13 - 14:40
Pay Code Listing	PDF	Completed	3/07/13 - 10:39	3/07/13 - 10:39	3/07/13 - 10:39

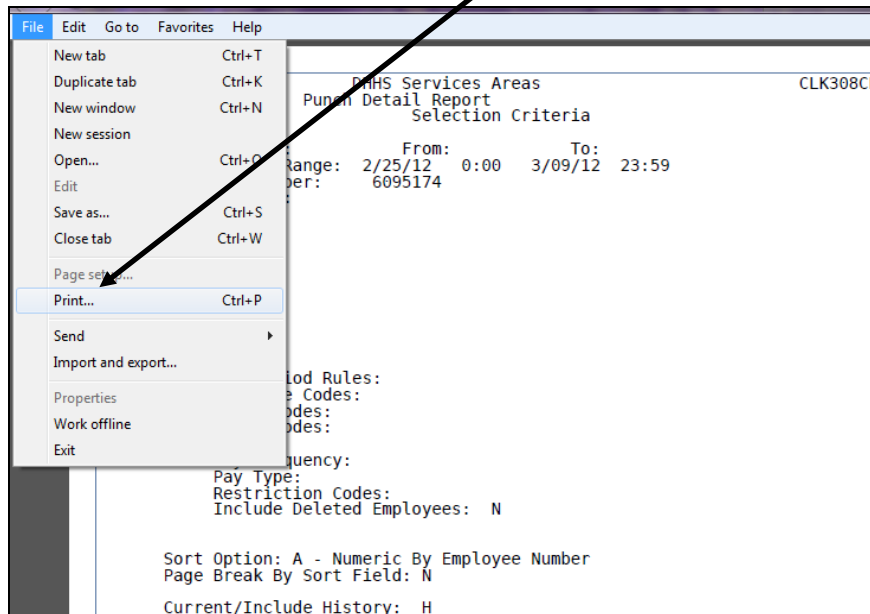
- Double-click the completed report to view it. It will open in a separate window. The report will have a cover page with the values you ran the report on. The results will display on the following pages with grand totals on the final page.

---

**Note:** Selecting **Return** will exit the window.

---

- If you wish to print the report, go to File, **PRINT** in the browser window menu bar.



## Printing a Timecard Report

1. From the Navigation Pane, select Reports, Timekeeping, and click on **Timecards**.

**Result:** The *Timecard Report* screen will display.

2. Enter the applicable **From** and **To** date(s).
3. Type in the Employee Number (or) select it from the Employee List.

### Timecard Report

**Run**

Hours to use  Actual  Rounded

Show Employees with no hours

Sort option Numeric by Employee Number  Page break by sort option

Include Select, Pullback, and Edit adjustment entries

SELECT RANGES	FROM	TO
Date/Time	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Employee number	<input type="text"/>	<input type="text"/>
Badge	<input type="text"/>	<input type="text"/>
Time clocks	<input type="text"/>	<input type="text"/>
Bus Unit	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>
Exempt	<input type="text"/>	<input type="text"/>
Sec Bus Un	<input type="text"/>	<input type="text"/>
Supervisor	<input type="text"/>	<input type="text"/>
Job Code	<input type="text"/>	<input type="text"/>
Subsidiary	<input type="text"/>	<input type="text"/>

SELECT OPTIONS	FIRST	SECOND	THIRD	FOURTH
Pay period rules	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Schedule codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Shift codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Group codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Status codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pay Frequency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay types	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Restriction codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	

LEAVE SELECTION FIELD BLANK TO INCLUDE ALL.

**Note:** Additional restrictions can be selected if needed.

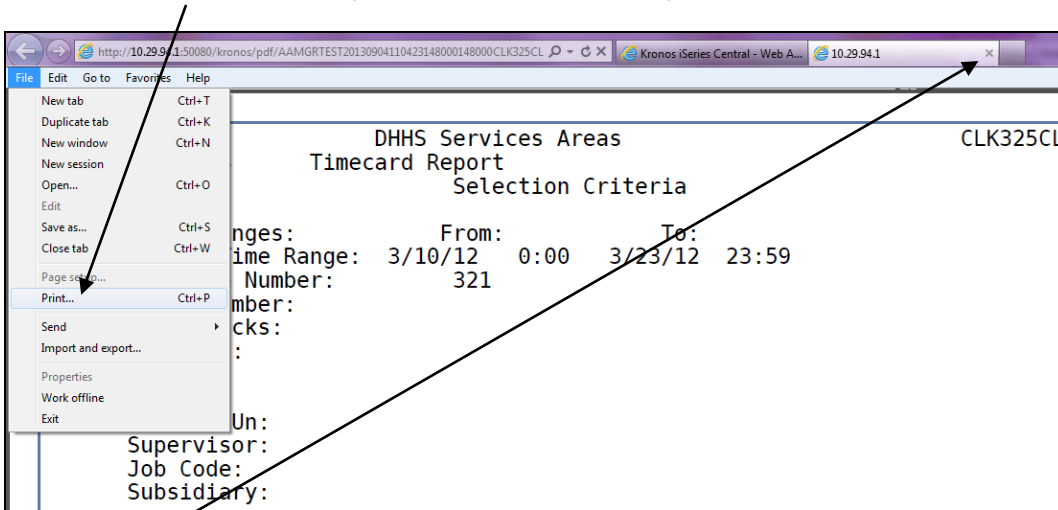
4. Select **Run**.

**Result:** The *View Jobs* screen will display with the time card in Submitted status.

5. Select the **Refresh** button until the status reads Completed.

Timecard   Accruals   View Jobs					
View Jobs <span style="float: right;">Position to date <input type="text"/> <input type="button" value="Go"/></span>					
<span style="color: green;">i</span> Your report has been submitted for processing.					
<input type="button" value="Return"/>	<input type="button" value="Select"/>	<input type="button" value="Actions"/>	<input type="button" value="Refresh"/>	<input type="button" value="Purge"/>	<input type="button" value="Previous"/> <input type="button" value="Next"/>
Description	Type	Status	Date/Time Submitted	Date/Time Started	Date/Time Completed
Timecard Report	JOB	Submitted	9/04/13 - 11:04		

6. Double-click on the report to open the pdf file.
7. Select the **Print** icon to print the Time Card report.



8. Select **X** (Close) from the browser window bar to close the report and return to the Report Run Status screen.
9. Select **Return** to return to the *Timecard Report* screen, or click Home to return to your main Genie view.



## Reports Queue

Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

1. From any page select **View Jobs**.

The screenshot shows the Kronos interface with the 'View Jobs' screen active. The navigation bar includes 'MY VIEWS' and 'REPORTS'. Below the navigation, there are tabs for 'Timecard', 'Accruals', and 'View Jobs'. The main content area shows a search for 'Genies' with a 'Show' button and a dropdown menu set to 'TEST'. There are also fields for 'Position to' and 'Go' buttons. Below this is a table with the following data:

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS
BUNNY, BUGS	100423	50.00	24.00	.00
DEVIL, TASMANIAN	321	32.00	.00	.00
DUCK, DAFFY	123	28.00	8.00	.00

**Result:** The *View Jobs* screen will display.

2. Double-click on the completed report you wish to view or print

**Result:** The report will display as a PDF file.

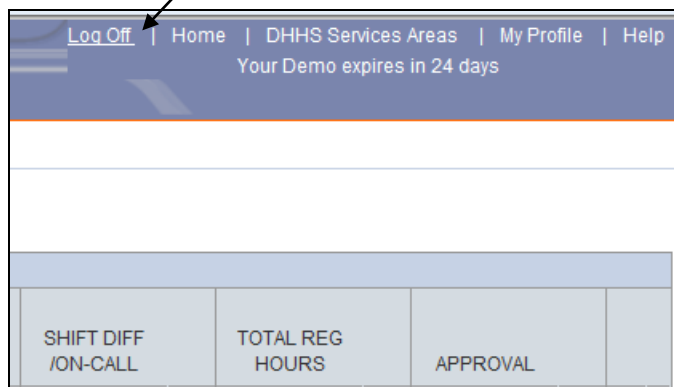
The screenshot shows the 'View Jobs' screen with a table of reports. The table has the following columns: Description, Type, Status, Date/Time Submitted, Date/Time Started, and Date/Time Completed. The data is as follows:

Description	Type	Status	Date/Time Submitted	Date/Time Started	Date/Time Completed
Punch Detail Report	PDF	Completed	9/04/13 - 10:40	9/04/13 - 10:40	9/04/13 - 10:40
Punch Detail Report	PDF	Completed	6/11/13 - 14:25	6/11/13 - 14:25	6/11/13 - 14:25
Punch Detail Report	PDF	Completed	4/18/13 - 15:39	4/18/13 - 15:39	4/18/13 - 15:39
Punch Detail Report	PDF	Completed	4/18/13 - 15:39	4/18/13 - 15:39	4/18/13 - 15:39
Genie Group Edit	PDF	Completed	4/02/13 - 14:45	4/02/13 - 14:45	4/02/13 - 14:45
Punch Detail Report	SAV	Completed	4/02/13 - 14:39	4/02/13 - 14:39	4/02/13 - 14:40
Pay Code Listing	PDF	Completed	3/07/13 - 10:39	3/07/13 - 10:39	3/07/13 - 10:39

3. If you want to print the report, select File, then **Print** from the browser window menu.

## Exiting KRONOS

1. Exit KRONOS by clicking **Log Off** in the upper right hand corner of the screen.



**Result:** The *Log On* screen will display.

2. Close the browser window and you will now be fully exited from Kronos.

## Appendix A

### Kronos Pay Code Listing

Pay Code Categories:

- **System Generated** – Pay codes that Kronos automatically assigns to time records. Employees/supervisors should NOT be manually typing these codes into the Pay Code field when entering time in Kronos.
- **Human Resources (HR) Selected** – Pay codes that may only be used by Human Resources staff or by employees/supervisors who have specific approval from Human Resources to use these codes.
- **Employee Selected** – Pay codes that employees will manually type into the Pay Code field when entering time in Kronos.

Pay Code	Description	Pay Code Category	Pay Code	Description	Pay Code Category
<b>BAS</b>	Base Pay	System generated	<b>BGN</b>	Collective Bargaining	Employee Selected
<b>BLE</b>	Bereavement	Employee selected	<b>CAT</b>	Catastrophic leave – NAPE	HR Selected
<b>CATR</b>	Catastrophic leave – RULES	HR Selected	<b>CBE</b>	Call back entitlement	Employee Selected
<b>CHDB</b>	Comp holiday double	HR Selected	<b>CIV</b>	Civil Leave	Employee Selected
<b>CLB</b>	Call back worked	Employee Selected	<b>CSOT</b>	Comp straight overtime	HR Selected
<b>CTHW</b>	Comp holiday worked	System generated	<b>CTO</b>	Comp time overtime	System generated
<b>CTU</b>	Comp time used	Employee selected	<b>EX40+</b>	Exempt hours over 40	System generated
<b>EXEMP</b>	Exempt base pay	System generated	<b>FML</b>	Family medical leave – unpaid	HR selected
<b>FMMIL</b>	Family military leave	HR selected	<b>HDB</b>	Holiday double time	HR selected
<b>HOL</b>	Holiday Leave	System generated	<b>HPR</b>	Holiday worked	System generated

Pay Code	Description	Pay Code Category	Pay Code	Description	Pay Code Category
<b>INJ</b>	Injury leave	HR selected	<b>ISPD</b>	Investigatory suspension – paid	HR selected
<b>IWP</b>	Investigatory suspension without pay	HR selected	<b>LWOP</b>	Leave without pay	Employee selected
<b>MIL</b>	Paid military leave	Employee selected	<b>MILNP</b>	Unpaid military leave	Employee selected
<b>OCL</b>	On call	Employee selected	<b>OCP</b>	On call phone	Employee selected
<b>OVT</b>	Paid overtime	System generated	<b>SD</b>	Shift differential	System generated
<b>SICK</b>	Sick leave	Employee selected	<b>SOT</b>	Straight overtime	HR selected
<b>SWOP</b>	Suspended without pay	HR selected	<b>SWP</b>	Suspended with pay	HR selected
<b>TEMP</b>	Base pay for temporary employees	System generated	<b>UST</b>	Union Steward	Employee selected
<b>VAC</b>	Vacation	Employee selected	<b>WCA</b>	Worker's comp absence – unpaid	Employee selected
<b>WCSUP</b>	Worker's comp supplement	HR selected			

## Appendix B

### ***Kronos Supervisory Responsibilities***

1. Review each of your employee's timecards and verify the information reported is accurate and complete. You are responsible to ensure any overtime worked by your employee(s) was approved in advance. Unapproved overtime hours must still be paid but you should discuss with the employee the expectation of obtaining approval before working overtime in the future. If an emergency develops requiring the employee to work overtime without prior supervisory approval, approval must still be obtained from the supervisor as soon as possible.
2. Verify your employees have enough vacation and sick leave available to cover what they are requesting to use.
3. Obtain substantiating evidence, which includes medical facts, from any employee who is on sick leave for longer than 3 consecutive days. Documentation must be forwarded to Human Resources and Development as soon as possible.
4. Obtain necessary documentation for other leave usage such as military and civil leave to ensure the employee is eligible for that leave usage under the Work Place Policies manual. Documentation must be forwarded to Human Resources and Development as soon as possible.
5. Ensure that each full-time employee has accounted for 40 hours of regular pay each week (80 total hours in the pay period).
6. Do not make entries or corrections on the employee's timecard unless the employee is unable to make the corrections due to an absence. If you find an error on an employee timecard, you should instruct the employee to fix the problem before approving the employee's timecard.
7. **Approve all employee timecards by 10 a.m. on the second business day after the end of the pay period.** You are responsible for designating a back-up supervisor to approve employee timecards in your absence. Human Resources and Development must be notified about who the back-up is so that security access can be granted to the back-up approver. You are responsible for ensuring that you or your designee will be able to approve the timecards each pay period. Back-up supervisors must either be in a lateral or managerial role in comparison to the person for whom they are covering. In no circumstance may a supervisor approve their own timecard.
8. Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

9. Do not add/edit/delete any time records after the deadline without specific approval from Human Resources and Development.
10. Do not give out Kronos manager user ID's and PIN's without approval from Human Resources and Development or IS&T.

## Appendix C

### ***Glossary of Payroll Terms***

**WORK DAY:**

A 24-hour period of time beginning at midnight and ending at 11:59 p.m.

**BUSINESS DAY:**

Business days are Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

**WORKWEEK:**

The work week is defined as a seven consecutive day period of time. The workweek for Service Area and Central Office employees begins on Saturday at 12:00 a.m. and ends Friday at 11:59 p.m.

**ACTUAL HOURS WORKED:**

Refers to hours physically worked. Non-exempt employees are only eligible for overtime when they physically work more than 40 hours in a workweek. Leave hours including vacation, sick, comp time used are not considered actual hours worked. Holiday leave hours are counted as actual hours worked while hours worked on the holiday are not considered actual hours worked. This is due to a provision in the NAPE employee contract.

**EXEMPT VERSUS NON-EXEMPT STATUS:**

Exempt status refers to employees **ineligible** under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. Non-exempt status refers to employees **eligible** under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. NOTE: non-exempt employees must have prior supervisory approval to work more than 40 hours in a week. If a supervisor does not allow overtime, it does not mean the employee is exempt. It means the supervisor is not allowing the non-exempt employee to work more than 40 hours in a week.

**FTE (full-time equivalent):**

Refers to how an employee's hours worked each week compare to a full-time employee. An employee working 40 hours per week is considered full-time so her FTE would be 1.0. An employee working 20 hours per week is considered half-time so his FTE would be 0.50.

**OVERTIME:**

Overtime is defined as any actual hours worked beyond 40 in a week either in cash or accumulated as compensatory time earned. Overtime hours are compensated at time-and-one-half. Only non-exempt employees are eligible to

earn overtime. Kronos will automatically calculate overtime hours for non-exempt employees.

**PRIOR APPROVAL OF OVERTIME:**

Non-exempt employees must receive prior approval to work overtime unless it is an emergency situation. If an emergency situation arises, the employee shall notify the supervisor as soon as possible that they worked beyond their normal schedule.

**PAYMENT OF OVERTIME HOURS:**

Non-exempt employees wishing to receive payment for any overtime hours must make that election using the comment field in Kronos. If no election is noted, the hours will be considered compensatory time and added to any compensatory time balance.

**ADJUSTED TIME:**

Adjusted time is available for supervisors to utilize if they know an employee has worked extra hours prior to the conclusion of the workweek, and the supervisor is able to allow the employee the opportunity to reduce their work hours in the remainder of the workweek to avoid overtime expenses. For example, if an employee works 10 hours on Monday, the supervisor may ask the employee to come in two hours late or leave two hours early later in the same week to ensure the hours even out to 40 for the week.

If the hours cannot be adjusted within the workweek, the actual hours worked beyond 40 are then calculated as overtime at time-and-one-half for any non-exempt employees.

Supervisors may also allow employees to adjust their time to reduce leave usage. For example, if an employee needs 2 hours off for a doctor's appointment, the supervisor could allow the employee to work an extra 2 hours sometime during the week so the employee does not have to use 2 hours of sick leave.

Employees may not have 40 hours or more of work in a workweek AND use leave time that same week. If an employee works extra hours in a week and also uses vacation or sick leave the same week, the vacation or sick leave hours must be reduced to avoid having more than 40 hours of pay in a week. For example, an employee works 9 hours per day Monday through Thursday and then takes a planned vacation day on Friday. Since the employee already had 36 hours of work through Thursday, they will only need to use 4 hours of vacation on Friday to account for their 40 hours that week. The employee would not be allowed to use a full 8 hours of vacation on Friday as that would amount to a vacation payout of 4 hours which is prohibited. Employees and supervisors are responsible for ensuring that no more than 40 hours are recorded each week unless the employee is approved to physically work more than 40 hours in the week and receive overtime for those hours.



In any adjusted time situations, the adjustment of hours MUST take place within the same workweek.

**QUARTER-HOUR INCREMENTS AND ROUNDED TIME:**

Employees must report work and leave time in quarter-hour increments rather than in actual minutes.

15 minutes	=	0.25 hours
30 minutes	=	0.50 hours
45 minutes	=	0.75 hours
60 minutes	=	1.00 hours

Since time must be recorded in quarter-hour increments, employees will need to round their work and leave time to the closest quarter-hour. For example:

7:53 A.M. – 8:07 A.M.	=	8:00 A.M.
8:08 A.M. – 8:22 A.M.	=	8:15 A.M.
8:23 A.M. – 8:37 A.M.	=	8:30 A.M.
8:38 A.M. – 8:52 A.M.	=	8:45 A.M.
8:53 A.M. – 9:07 A.M.	=	9:00 A.M.

**HOLIDAYS NOT WORKED:**

Holiday hours paid but not worked are counted as actual hours worked when calculating overtime. Example, a non-exempt employee receives 8 hours of holiday pay for the 4<sup>th</sup> of July (Tuesday) and works 10 hours on Monday, 8 hours on Wednesday, 8 hours on Thursday, and 8 hours on Friday. The 8 hours of holiday pay received for the 4<sup>th</sup> of July are counted in with the rest of this employee's work hours to total 42 actual hours worked for the week. The employee will then receive either compensatory time or pay at time-and-one-half for the 2 hours worked beyond 40 in the workweek.

*Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.*

**WORK ON A HOLIDAY:**

Permanent non-exempt employees will be compensated at time-and-one-half for any hours worked on a holiday that are their normally scheduled hours. These hours do NOT count towards the 40 hours of actual work for overtime purposes since they are already being paid at time-and-one-half.

Permanent non-exempt employees working beyond their normally scheduled hours on a holiday will be compensated at two times their normal hourly rate. For example, a regular 8 a.m. to 5 p.m. employee who instead works 8 a.m. to 7 p.m. on the holiday will have 8 hours paid at time-and-one-half and 2 hours paid at two times. These hours also do NOT count towards the 40 hours of actual work for overtime calculation purposes since they are being paid at two times the employee's regular rate of pay.

*Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.*

**ON-CALL HOURS:**

On-call refers to the non-work hours that an employee is designated as waiting to be engaged in work, or a ready-to-work status. Non-exempt employees receive 8% of their normal hourly wage for all hours in this status. It is the supervisor's responsibility to identify in writing to the employee when they are assigned to be in an on-call status. If no formal notice is given and there is no restriction on the employee's movement, then the employee is not considered to be on-call.

On-call hours begin at the time the employee leaves work and end at the time the employee returns to work. For an employee working an 8 a.m. to 5 p.m. shift, they would be in an on-call status from 5 p.m. to 8 a.m. the next day for a total of 15 hours on-call pay on weekdays. Employees will receive 24 hours of on-call pay for weekend days and holidays if they do not work on those days.

On-call hours plus worked hours on a weekday should never exceed 23 hours for employees with a 1-hour lunch break or 23.5 hours for an employee with a ½-hour lunch break. On-call hours plus worked hours should never exceed 24 hours on weekend days.

**ON-CALL PHONE HOURS:**

On-call phone hours refers to time that an employee in a designated on-call status spends on job related phone calls at home or outside normal work hours. These calls do not require the employee to leave their home. Hours spent on phone calls while in an on-call status are paid as regular work time. Employees will use the OCP (on-call phone) pay code in Kronos to report these hours.

Employees should keep track of the amount of time spent on job related phone calls as home while they are on call. If the total amount of calls handled do not total 15 minutes, the time spent on all calls should be rounded to 15 minutes (0.25 hours).

Time spent on phone calls is then deducted from the total time the employee is actually on-call. Employees cannot receive on-call pay and on-call phone pay for the same time period.

**CALL-BACK HOURS (for NAPE-contract covered non-exempt employees only):**

Call-back hours refers to time worked when an employee is required to leave their home or other non-work related activity (e.g. grocery shopping) to respond to a job-related assignment. If the employee is called back to their normal work location, the call back pay would start at the time the employee reaches their

work site and end when they leave the worksite to return home. If the employee is called out to a location other than their normal worksite to respond to agency business, the call back pay will start at the time the employee leave their residence and conclude when they return to their residence. The time actually spent on the call-back situation is referred to as call back hours actually worked. These hours will be coded in Kronos using pay type CLB.

Per the NAPE employee contract, employees are guaranteed a minimum of 2 hours of pay when they are called back to work. The remainder of the 2 hours that is not actually worked is referred to as call back hours not worked or as **call back entitlement pay**. That means that an employee who is called back to work and works less than 2 hours will receive pay for the remaining two hours at a straight time rate. For example, if an employee is called back to work and works 30 minutes, the 30 minutes would be coded as CLB for call back worked. The remaining 90 minutes of the 2-hour time frame would be coded as CBE for call back entitlement. These 90 minutes will be paid at a straight time rate. If an employee is called back and works more than two hours, all hours will be compensated as call back worked. No call back entitlement pay would be given in this situation.

Call back hours worked do count towards the employee's 40 hours of work in a week. If call back hours worked cause the employee to exceed 40 hours physically worked in a week, the hours over 40 would be compensable at a time-and-one-half rate. Call back entitlement hours do not count towards overtime hours.

Calls received after an employee leaves work but before the employee arrives home are not considered call-backs. These are considered contiguous to the normal working shift so time spent on such calls should be recorded as normal work time in Kronos.

Employees are entitled to the two hour minimum each time they are called back to work unless the call back occurs within the first two hour call back period. For example, an employee is called back to work at 8 p.m. and works until 8:45 p.m. This would count as 0.75 hours call back worked and 1.25 hours call back entitlement. However, the employees is called back again at 9:45 p.m. and works until 10:30 p.m. Since the second call occurred within the 2-hour call back time frame of the first call, they do not start over with another two hour minimum period. They would get call back hours worked for both shifts totaling 1.5 hours worked. They would then get 0.50 hours of call back entitlement pay rather than getting 1.25 hours for each instance. If the second call back occurred more than 2 hours later, the two hour rule would start over. For example, employee is called back for a second time at 11 p.m. and works until 11:45 p.m. In this case, the employee would get 0.75 hours call back worked

and 1.25 hours call back entitlement for the first call at 8 p.m. They would then get another 0.75 hours of call back worked and 1.25 hours call back entitlement for the second call at 11 p.m. In short, there must be a break between the first two hour guaranteed time and the second call back for a new two hour guaranteed time to begin.

Any questions about call back situations should be directed to Human Resources.